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INTRODUCTION

Local Food for Local Schools is the focus of the Farm to School Program in Tennessee. The program strives to create partnerships that help the school community understand and connect with local food producers. This manual is designed for School Nutrition Program staff, growers, distributors, and school and community partners who are interested in serving locally grown foods in Tennessee's schools. It contains resources that will assist in connecting our farms with our schools:

- School staff can find suggestions for menus, recipes, and educational tools.
- Growers can find ways to connect with the school market.
- Distributors can learn how to access both the growers and the school buyers.
- School and Community partners can learn how they can support bringing healthier food into the schools.

Tennessee schools serve over 109 million lunches, 49 million breakfasts and 3.75 million afterschool snacks during a school year. They spend tens of millions of dollars on food purchases. These dollars can be channeled back into the local communities by helping growers access new markets. In 2010, the number of production farms in Tennessee was 78,300. The total production of vegetables, melons, potatoes and sweet potatoes was valued at \$71,870,000. Currently only a small proportion of this production is reaching the school lunch program menus. Initiatives such as Local Food for Local Schools and the Farm to School Program in Tennessee will drive these purchase dollars back into the local economy.

The number of Tennessee's schools purchasing local products for their menus is already growing.

As we continue to learn how to connect the growers to the buyers we will see those numbers expand.

This guide will support those efforts.



TEN REASONS TO BUY LOCAL FOOD

1. Eat Fresher, better tasting, healthier foods.
2. Enjoy seasonal produce and regional varieties.
3. Support your farming neighbors.
4. Sustain rural heritage and lifestyles.
5. Protect natural beauty and open spaces preserved by farmland
6. Encourage sustainable farming practices, benefiting human, animal and environment health.
7. Strengthen local economies and keep your food dollars close to home.
8. Maintain and build local food systems so we can feed ourselves in the future.
9. Keep farming skills alive, and farmland available.
10. Get to know who grew your food and where, so you reconnect with it, and your community.

10 Reasons to Buy Local: Appalachian Sustainable Agriculture Project
www.buyappalachian.org

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WHERE TO START



PICKING CHART

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Apples								June 15 – Nov 10				
Asparagus				April 15 – June 15								
Bok Choy										Oct 1 – Nov 15		
Beets									June 1 – Nov 30			
Bell Peppers							July 1 – Oct 15					
Blackberries						June 15 – July 30 (summer bearing)		Aug 1 – Sept 15 (primocane bearing)				
Blueberries						June 1 – July 10 (highbush varieties)						
Bok Choy				April 15 – June 15			July 1 – Sept 1 (rabbiteye varieties)					
Boysenberries						June 21 – Aug 21				Oct 1 – Nov 15		
Broccoli				April 15 – June 15						Oct 1 – Nov 15		
Cabbage							May 1 – Nov 15					
Cantaloupes							July 1 – Sept 30					
Cauliflower					May 10 – June 10							
Chinese Cabbage				April 15 – June 15						Oct 1 – Nov 15		
Cherries						June 15 – July 31						
Carrots					May 1 – July 1					Oct 1 – Dec 1		
Cherry Tomatoes							June 15 – Nov 15					
Collard Greens				April 1 – June 1								
Cucumbers							June 15 – Sept 30					
Eggplant							July 10 – Sept 30					
English Peas							July 1 – Oct 15					
Field Peas							July 1 – Oct 15					
Garlic							June 15 – Aug 31					
Gooseberries						June 15 – July 31						
Grapes							July 25 – Sept 30					
Greens				April 15 – June 21						Sept 21 – Nov 20		
Herbs							Year-round					
Honeydew							July 1 – Sept 30					
Hot Peppers							July 1 – Oct 31					
Kale					May 1 – June 21					Sept 25 – Nov 20		
Leeks						June 1 – July 31						
Lettuce				April 1 – June 30						Oct 15 – Dec 1		
Lima Beans							July 10 – Oct 15					
Melons, Specialty							July 1 – Sept 30					
Muscadine Grapes									Sept 15 – Oct 31			
Mushrooms							Year-round					
Mustard Greens					May 1 – June 30					Sept 21 – Nov 20		
Nectarines							July 1 – July 20					
October Beans							July 15 – Oct 15					
Okra							July 15 – Oct 10					
Onions					May 1 – Aug 31							
Peaches						June 1 – Sept 15						
Pears									Sept 1 – Oct 10			
Pimiento Peppers							July 1 – Oct 15					
Plums						June 1 – Sept 30						
Polebeans						June 20 – Sept 20						
Popcorn										Oct 1 – Nov 31		
Potatoes							July 1 – Oct 1					
Pumpkins										Sept 1 – Nov 30		
Raspberries					May 20 – July 1 (summer bearing)				Aug 1 – Sept 15 (fall bearing)			
Rhubarb				May 1 – June 30								
Shelly Beans							June 10 – Oct 1					
Snapbeans							June 1 – Oct 1					
Snow Peas					May 15 – June 30					Oct 15 – Nov 15		
Spinach					May 1 – June 30							
Sugar Peas					May 15 – July 15					Oct 15 – Nov 15		
Sweet Potatoes							July 15 – Oct 1					
Squash						June 1 – Oct 15 (summer varieties)						
							July 1 – Nov 30 (winter varieties)					
Strawberries					May 1 – June 10							
Sweet Corn						June 1 – Sept 30						
Tomatoes						June 15 – Nov 1						
Turnips						May 1 – Nov 20						
Watermelons						July 1 – Sept 30						
Wax Beans						June 20 – Sept 20						

EXPLORE AND ENGAGE

HOW DO SCHOOL NUTRITION DIRECTORS GET STARTED?

Start Small. Check the Pick Tennessee chart for seasonal vegetables and fruits and compare that to your menu cycle. Can you find one item that is common on both? IF SO, you have a great place to start.

Start Talking. Communicate with anyone who can help you find connections to local produce. Does your extension agent have a directory of farmers who are currently growing crops for road-side stands or farmers' markets? That is a great resource. Also consider visiting local farmers' markets and talking to growers. Talk to community members who might have connections. Just TALK.

Explore your options with local distributors. Have you asked your produce distributors if they source local products? You may find that you are already receiving local products at certain times of the year. The distributors we have worked with have been eager to help schools make those connections. Check the distributor resource list for possible connections.

Think outside the box. You can utilize local products in your program outside of the lunch meal. What about breakfast, afterschool snacks, the fresh fruit and vegetable program? All of these are great opportunities to get started in a small way. You could even connect the farmer to the food in a more informal setting by inviting them to visit during the afterschool snack program or ask them to help distribute fresh fruits and vegetables at the snack service.

Invite everyone to the table. This includes your community partners, school board members, parents, students, director of schools, teachers and media. You will be surprised at the many different ways they can help your efforts succeed.

Engage students in your program. The Farm to School Program offers abundant opportunities for learning. The cafeteria can be a great extension of the classroom. Your art classes, music classes, English classes, and math classes can all get involved. Let the math class help you determine how many pounds of lettuce you need to serve one meal at your school. Work with your English class to write a news article or develop a promotional flyer. Let your art students decorate the cafeteria and draw posters to connect the menu with the farmer.

Showcase your successes. This guide provides a great overview of successful Farm to School efforts in Tennessee. As we continue to grow and find better ways to connect, we will be able to offer exciting new ideas that everyone can utilize. The success showcase will give you a wealth of inspiration.



EXPLORE AND ENGAGE

HOW DO GROWERS GET STARTED?

Start Small. Consider the crops you are currently producing. How much of that crop might you have available to sell to schools? Remember, it may be possible to sell to one school and not the entire school system.

Start Talking. Contact your closest school system to see if they are interested in purchasing local crops that you are currently growing or that you have the capacity to grow. Talk to the school nutrition director about your operation and his/her menu needs. Consider your production capacity and see if you can provide all or part of the school system's needs.

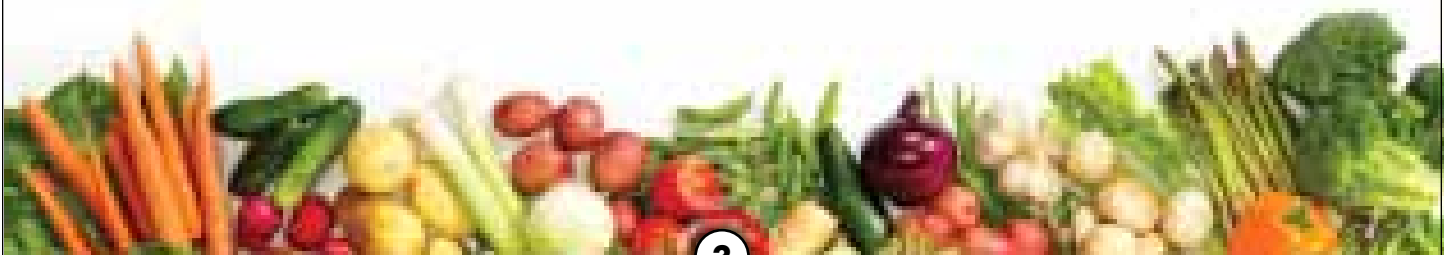
Explore your options. Have you contacted a local produce distributor or food hub (where available) to see if they are seeking sources for local produce?

Think outside the box. There are many different ways to approach the school nutrition program market. For some grower/buyer partnerships a direct delivery will be required. For other partnerships it is possible that the school can pick up the products. Delivery and logistical models will vary widely, so don't be constrained by perceived obstacles.

Invite everyone to the table. Schedule a meeting. Call other growers in your area to see if combined levels of production would increase your market opportunities. Do not forget to include school nutrition program operators and local vendors and distributors in your discussion groups.

Engage students in your farm operation. Farm field trips, visits to the school, getting involved in the planning and development of school gardens are all great opportunities to engage the students in your farm operation. Students also get the families involved when they return home from interesting experiences.

Share your successes. The emerging school meal market will grow with each success. When one grower has a successful outcome, more growers will want to learn how to join the movement. So, it is very important to showcase successes – even small ones – to let others in the community know how we are providing healthier meals to Tennessee's children.



EXPLORE AND ENGAGE

HOW DOES THE **COMMUNITY** GET INVOLVED?

Start Small. The easiest way to get started is to research existing programs in your area.

Start Talking. Contact local farmers, extension agents, farm bureau representatives, and farmers' markets to see what is available in your area. Learn about the existing rules and policies that govern selling food products to the public.

Explore all options. Who are the stakeholders in your area? Are there any potential funding sources that can be brought into the discussion? Volunteer to serve on a planning or implementation coalition or volunteer to help build school gardens.

Think outside the box. There is no perfect Farm to School model for Tennessee, but there is a wonderful opportunity to create a sustainable infrastructure that will support Farm to School in Tennessee for years to come. No ideas are off the table. Engage!

Invite everyone to the table. Schedule a meeting. Invite EVERYONE who has any interest in the Farm to School movement in your area. Advertise widely using social media and other readily available resources.

Engage students. The Farm to School program is ultimately about getting local food to students in Tennessee's schools. They can play a major role in making this work. Talk to them about their ideas and obtain their buy-in.

Share your successes. The emerging local food movement will grow with each success. When one group has a successful outcome, more groups will want to learn how to join the movement. So, it is important to showcase successes – even small ones – to let others in the community know how we are providing healthier meals to Tennessee's children.





SUCCESS SHOWCASE

SUCCESS SHOWCASE

SEVENTEEN LOCAL FARMS JOIN SOUTH CUMBERLAND FOOD HUB



The South Cumberland Food Hub is a brand new distributor of local food that began operation on July 1st of 2012. The food hub serves wholesale customers around Sewanee, Tennessee, including restaurants, a retail health food store, and the University of the South: Sewanee. It is still early to judge the hub's success at this point, but we are

off to a great start with 17 local farms currently participating. As demand and supply grow, the food hub intends to expand to meet the market, utilizing a USDA grant to help build the infrastructure over the next three years. To learn more or get involved please visit the food hub website: rootedhere.locallygrown.net.

STUDENTS HARVEST FIRST CROP OF FRESH VEGETABLES AT IVY ACADEMY IN CHATTANOOGA

In February of 2012, a group of Ivy Academy students, their parents, faculty members and others from the community constructed garden beds at the school. Joel Tippens, co-director of the Fair Share Urban Agriculture Project coordinated the community effort, which was funded with a mini grant from the Junior League of Chattanooga. In early March, we planted seeds for different types of cool season crops. This ensured we would be able to harvest before the end of the school year. Each grade was responsible for three raised beds. All students shared in the experience of planting. We then developed a watering and weeding schedule for the students.

The first vegetable we harvested was arugula, something most students had never heard of or tasted. After sampling, several students became huge fans of this unusual tasting leaf! Next to mature were our sugar snap peas. The students were able to observe the process of flower to fruit on the pea plants. They learned how to choose a ripe pea, pick it from the vine and eat it right then, something most

had never done.

We used our vegetables to make a huge salad that was served from a large bowl on the lunch counter to supplement student lunches. Our students were very excited that their first attempt to grow fresh vegetables was such a success.



SUCCESS SHOWCASE

LIBERTY TECHNOLOGY MAGNET HIGH SCHOOL, JACKSON, TENNESSEE

Agriculture science teacher Teresa Crouse is growing more than vegetables and plants in the Liberty Technology Magnet High's greenhouse.

She has transformed one student from a shy freshman into a senior confident with public speaking and influenced the career path of another student who wants to follow in her footsteps.

Crouse also encouraged her students to become business leaders with their latest venture in supplying five schools, including their own, with hydroponic lettuce from their green house, "It is a win , win, win situation," said Susan Johnson, supervisor of food service. "The students developed a business plan, and they run it like a business."

Johnson has asked the students to draft a plan to grow vegetables to supply eight elementary schools that have been awarded a fruit and vegetable snack grant.

Crouse's students are learning to grow fruits and vegetables using the hydroponic method, which means using water and nutrients to sustain plant life.

"It has been around since the '50's, and it's starting to take off," Crouse said.

Junior Jordan Edwards is specializing in hydroponic-growing technology.

"I want to be an instructor like Mrs. Crouse," Edwards said.

She plans to attend the University of Tennessee at Martin.

Senior Ethan Newman said the class brought him out of his shell.

"My freshman year, I was deathly afraid to talk to people," he said. "But now it comes naturally."

Newman plans to attend the University of Tennessee at Knoxville to major in agricultural engineering.

Sophomore Aerial Bell also plans to attend UT Knoxville and major in plant science and veterinary medicine.

Bell says the closeness with crouse and her classmates will be hard to leave behind.

"We work as a team." She said.

Presently Liberty green house provides five schools with a business plan to include occasional snacks at the participating Fresh Fruit and Vegetable Schools in the Jackson/Madison County system.



SUCCESS SHOWCASE

SCHOOL BASED GARDENS HIGHLIGHT MEMPHIS CITY SCHOOLS FARM TO SCHOOL SUCCESS

With the largest school district in Tennessee, Memphis City Schools (MCS) serves more than 105,000 students – over 85% of which qualify for free and reduced price lunches. Memphis has quickly moved to the forefront of Farm to School initiatives due to the passion of its new nutrition services director, Anthony Geraci, and the support of community organizations. Geraci, a national leader in school nutrition and member of First Lady Michelle Obama's "Let's Move" initiative, joined MCS in October 2011. In no time, industry-leading corporations, regional non-profit organizations and influential local individuals began lending their support.

Local foods are a valuable and important resource – they are fresh, healthy and appetizing, and people tend to eat more produce when tasty, seasonal products are available. Having a strong local food system supports local farmers and sustains the working landscape, improving the local economy. These food systems can also improve landscapes, strengthen community relationships, and help us reconnect to the land.

MCS Nutrition Services is partnering with local, state, regional and national groups to plan, implement and expand Farm to School opportunities in Memphis and Shelby County. The program encompasses a multi-faceted approach, including:

- Seven school-based demonstration gardens, interconnected by walking paths (Greenhouses, raised beds, bee boxes and other items in these gardens serve as inspiration for other schools and community groups, and provide art viewing and exercise opportunities for local residents.)
- A teaching garden, small scale farm, and student fellowship activities at Shelby Farms Park (the largest urban park in the United States)
- The first school-based teaching gardens throughout the district (sponsored by Cigna and the American Heart Association)

Current ventures include:

- **Greenline Gardens and the Shelby Farms Farm-to-Fork Fellowship.**

The Shelby Farms Park Farm-to-Fork Fellowship

connects Memphis youth to their food and cultivates Memphis' next generation of urban food system specialists, equipped with the knowledge and tools to positively impact the health of entire neighborhoods and communities. The vocational tracks presented in the Farm-to-Fork Fellowship represent two foundational industries of Memphis and Shelby County – agriculture and logistics.

Fellowship activities are based at Greenline Gardens, a teaching garden within Shelby Farms Park that includes a 40-acre production garden and small scale farm.

- **School-Based Demonstration Gardens**

The demonstration gardens serve to enthuse and engage students, their families, and the wider community – and will serve as a “menu,” offering design examples and ideas that schools, families and others can use for creating their own gardens. The first of these gardens is located at Grahamwood Elementary School.

- **School-Based Teaching and Learning Gardens**

Teaching and Learning Gardens are real-life learning laboratories for students to learn where their food comes from, how it's produced, and how eating fresh produce improves health. Children plant seeds, nurture growing plants, harvest produce and ultimately understand the value of good eating habits. Garden-themed lessons teach elements of nutrition, math, science, and other subjects, all while having fun in the fresh air! Schools with gardens include:

- Balmoral-Ridgeway Elementary • Carnes Elementary
- Craigmont High • Cummings Elementary
- Double Tree Elementary • Douglass High
- Germanshire Elementary • Grahamwood Elementary
- Keystone Elementary • Kirby High
- Klondike Elementary • Peabody Elementary
- Southwest Career/Tech Ed Center

Beginning with the first harvests in May 2012, student-grown produce will be incorporated into the school menus. Students are learning practical life skills that will help them find employment when they graduate from high school.

SUCCESS SHOWCASE

FARM TO SCHOOL IS A WIN-WIN PROGRAM FOR THE CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM (CMCSS)

Broadly defined, the Farm to School movement seeks to connect schools, kindergarten through 12th grade, with local farms. The goal is to serve healthy school meals while introducing health and nutrition educational opportunities.

Why are we doing this?

In Montgomery County, our hope is that by learning where their food comes from and why healthy food is important, children will make smarter nutrition choices. While farm life is intimately known to

small producers such as Devin and J'Anna Markin, most children these days do not know where their food comes from. We are striving for a symbiotic relationship with local farms which will allow students to visit farms on field trips. While we have high hopes of success, we know that not all food going into the schools can be provided from local growers. But, when we tap into that audience, we create a win-win situation for both growers and the school system! And, the students benefit through the availability of fresh, locally grown produce.

Who are our key players?

Judi Adkins, an administrative assistant with the Clarksville-Montgomery County School System, is one of the key players behind the local Farm to School program. She is joined by Debbie Mobley, the schools' child nutrition director, and Karla Kean, Horticulture & Small Farms Extension Agent with the Tennessee State University-Montgomery County Extension. The

small producers in our area play a major role of course!

How did we get started?

First, it was decided that for this pilot program only a portion of the 36 schools in the system, 14 schools, would participate. CMCSS would purchase food from a 250 mile radius, giving preference to Montgomery County producers. Then, via contacts from the Extension office, a letter was sent to over 50 producers in Montgomery County and the surrounding area inviting them to an informational meeting. After this initial

meeting, we met again in late November and December and created our informal planning committee of about 10 producers. Devin & J'Anna Markin agreed to be spokespersons for the producers and assist in researching information such as insurance costs, costs of containers and much more. It was decided not to form an "official" co-op of growers until we make it through the first couple of years and see how things are going to work.

We do not want to get so caught up in making rules that we forget our initial goals.

This small group, including representatives from the State Department of Education, CMCSS, the Extension office and local producers, met monthly and bi-monthly. First, we looked at how much produce is currently used by the school system. One of the hardest things for the farmers to do was decide which crops to grow and how much. We tried to simplify this process by sticking to produce such as lettuce, tomatoes, peppers,

Continued on next page



SUCCESS SHOWCASE

Continued from previous page

squash, white potatoes, sweet potatoes, turnip greens and possibly strawberries and blueberries. Then we created a Montgomery County Produce Calendar to see who was producing what and when.

Karla Kean assisted, and continues to assist, individual producers with farm site assessments and completing forms for the Farm Food Safety Assessment and Plan. Annette Wszelaki, UT Vegetable Extension Specialist, provided much needed advice, curriculum and training for both Extension and local producers. Most of our curriculum came from Cornell University <http://www.gaps.cornell.edu>. Judi Adkins, along with Debbie Mobley and the folks from Department of Education (DOE), developed a bid list for Farm to School products.

So, what does CMCSS require of growers right now?

Growers/bidders must submit the following to CMCSS:

- A completed bid.
 - A Farm Food Safety Assessment and Plan (This must be approved by the Montgomery County Extension Agency).
 - A checklist for production practices, product handling and transportation.
 - A minimum \$1 million dollar insurance policy.
- In addition:
- All bidders should be working towards becoming GAP certified, as this will be required in the 2013 2014 school year. This statement most likely will be amended as we need more time for the producers to meet this requirement; however, the Farm Food Safety Plan Assessment must be completed and records kept. Next year, we will look closely at their plans and records from this growing season.
 - The CMCSS District has established a 250 mile radius as the local area for the purpose of allowing a geographic preference in procurement.
 - Deliveries are to be made to the Central Warehouse, 621 Gracey Avenue, Clarksville, TN 37040.
 - For tracking purposes, the following information shall be written on a tag attached to the recyclable containers or written on the boxes:

CHALLENGES:

- Affordable insurance has been a big challenge, but it is critical that the children are protected. I spoke to several different insurance providers and learned that the rates are based on both the person's credit rating and how much they insure through

that company. We are still working on the insurance issue.

- Reusable containers-vs-cardboard boxes was a big conversation piece, since there were costs involved. We decided to use both (either/or) this year. Kudos go out to Judi's supportive supervisor who agreed to let her purchase half of the containers to help offset costs for producers.
- Pricing was also a challenge. To avoid starting a bidding war between farming neighbors, we encouraged them to set prices using the USDA Fruit and Vegetable Marketing News: <http://www.marketnews.usda.gov/portal/fv>

OPPORTUNITIES/STRENGTHS:

- Bringing together and getting to know the producers and school system folks through face-to-face meetings was extremely important. Even though it can be frustrating at times for all involved, communication is essential.
- The Farm Safety Assessment itself was a challenge for both the producers and the agent. Judi Adkins states, "Extension has done a wonderful job preparing them for this. I'm not sure all the other counties have the support we have with you."
- Resources on the internet have been very helpful. According to Phyllis Hodges, we were the first county to take the RFP that she gave us and rework it for our county and our preferences.

So, where are we now? Here's what some of the key players have to say:

"The school system has been good with helping write the rules to not make it out of reach for farmers like Devin and J'Anna." - Karla Keen

"Because the school system's nutrition program is financially sound, it can afford to take a chance with such a new program as Farm to School. It will cost a bit more, but fresh, local produce is important. We cut corners where we have to, with quality as the guiding principle." - Debbie Mobley

"A small, local farm's food might cost 5 to 10 percent more than that of a large farm." - Devin Markin

"It's going to be a little bit more, but the money is coming back into Montgomery County." - Judi Adkins

SUCCESS SHOWCASE

PRODUCE VENDOR HELPS SUCCESSFULLY LAUNCH FARM TO SCHOOL PROGRAM IN KINGSPORT

Jennifer Burleson, School Nutrition Director, Kingsport City Schools

Our experiences with efforts to increase local produce in our schools began in 2007, when there was a lot of local push to support the Farm to School initiative. As the School Nutrition Program Director, I met with the local school group about ordering from local farmers. I had concerns about the procurement process for local purchases outside of a bid contract and about delivery options. Several of the farms involved were at least 15 minutes away and we needed 10 deliveries to 10 different school sites. I discussed my concerns with both the local grower/farmer group and my produce vendor and encouraged them to communicate with each other to work out a delivery system. This was the most difficult aspect of making Farm to School work for us.

In late summer of 2009, I again spoke to my produce vendor about the ability to get local produce. I was informed that we could get local (within 30 miles and in Tennessee!) cucumbers, watermelon, cantaloupe, green peppers, tomatoes, and cherry tomatoes until October. I then talked with my school managers about ways that we could highlight these items in our cafeterias. We made simple laminated signs to place on the serving lines to denote which produce was local. We focused on menuing these items as often as possible until supply was affected in October. We received many positive comments about the ability to provide local produce, including media attention. Working closely with the produce distributor seemed to be the easiest way for our system to procure and highlight the local items.



SUCCESS SHOWCASE

MEET OUR FAMILIES... KNOX COUNTY SCHOOLS FARM TO SCHOOL



GUNN FAMILY FARM

Springfield, TN
Grass-fed beef
Hormone & antibiotic-free



Knox County Schools
Child Nutrition Program
is committed to working
with area farmers and
growers to bring
locally-sourced foods
into our system.

Why?

It's the right thing to do!

It stimulates the local
economy.

It provides an outlet for
our local farmer.

It brings the freshest of
vegetables and fruits
for our children and
families - straight from the
farm to our dining tables!



SHELTON FARMS

New Market, TN
Just down the road...
Berries, Cauliflower, Corn



SHANNON MEADOW FARM

Anderson County
Certified Organic
Sweet Potatoes



POPE'S GREENHOUSE

Maryville & Knoxville
Grape Tomatoes



MAYFIELD FARM

Athens, TN
Milk



DELVIN FARM

College Grove, TN
Berries, Broccoli, Cabbages

Foods purchased according to season, cost and availability.

SAFETY



SAFETY



MENU DEVELOPMENT

MENU DEVELOPMENT



AUGUST 27 - 31, 2012

Monday	Tuesday	Wednesday	Thursday	Friday
Baked Chicken Tenders with Whole Grain Roll	BBQ Pork or Whole Wheat Bun	Beef Nachos Supreme	Whole Grain Deli Sandwich with Turkey and Swiss	Whole Grain Pizza with Local Sweet Peppers
Hummus with Warm Pita Bread	Grilled Chicken Patty on Whole Grain Bread	Fish Tacos	Hamburger on a Whole Wheat Bun	Fiesta Chicken Salad
Farm Fresh Tomato, Zucchini and Corn Salad	Baked Beans with Local Peppers and Onions	Black Bean Salad made with Local Ingredients	Fresh Picked Tomato Slices, Roamine Lettuce, Onions and Pickles	Dark Green Tossed Salad with Local Tomatoes
Tabouleh	Marinated Fresh Crisp Cucumbers	Fiesta Corn	Oven Fried Sweet Potato Wedges	Locally Harvested Carrots with Homemade Dip
Broccoli Salad	Creamy Coleslaw	Vine Riped Chopped Tomato and Shredded Lettuce	Potato Salad	Fresh Broccoli with Homemade Dip
Fresh Canteloupe Wedge Orange Slices	Ice Cold Watermelon Banana	Sweet Juicy Pears Melon Cup	Crisp Farm Fresh Apple Pineapple	Grapes Kiwi
1% Milk and Fat Free Milk Choices	1% Milk and Fat Free Milk Choices	1% Milk and Fat Free Milk Choices	1% Milk and Fat Free Milk Choices	1% Milk and Fat Free Milk Choices

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MENU DEVELOPMENT



MENU DEVELOPMENT



PROCUREMENT

Shutterstock

PROCUREMENT

The aim of any School Food Authority's (SFA) procurement practices is to get the best product at the best price in a competitive environment. All procurement for the National School Lunch Program and School Breakfast Program is governed by federal regulations to ensure open and free competition for all School Nutrition purchases. Schools participating in the federal feeding programs must provide all qualified vendors an opportunity to sell products to school nutrition programs. For local products, geographical preference can be applied to bid and small purchase awards. School Nutrition Programs can procure local products in a variety of ways.

- Purchase directly from a contracted distributor on the basis of an established Invitation for Bid (IFB) or Request for Proposal (RFP). Initial purchasing requests can specify that local products be sourced and delivered when available.
- Purchase from a specialty distributor if they seek competitive prices for smaller quantities outside of the main produce bid.
- Select local products on the Department of Defense (DOD) commodity purchasing allocations list for delivery by the contracted DOD distributor.
- Initiate small purchase buys for one time purchases that are under \$10,000 or the locally established threshold (if less than \$10,000). These small purchases must be documented and competitive in nature.
- Develop working agreements (Memoranda of Understanding) with schoolgreenhouses and school gardens to provide local products to the school nutrition program.
- Shop local farmers' markets and food hubs for seasonal local products when available. These purchases must always be documented with competitive quotes.
- Purchase directly from growers or grower cooperatives as the season develops OR by pre-contracting before planting. All such purchases must be documented with a formal or informal procurement instrument.

Local Geographic Preference.

School Nutrition Programs have the opportunity to give local producers a preference when making procurement awards. This option allows the local school system to determine their definition of "local" and award either preference points or a preference percentage when calculating the bids to determine the lowest bidder. This option is designed to allow schools to procure food closer to their location even if they have to pay a slightly higher price.

Prototype Procurement Documents are illustrated in this resource and provided on the companion CD and web references.



PROCUREMENT

Checklist for Purchasing of Local Produce from School Greenhouses

School Name _____

Telephone _____ E mail _____

Available products _____

Liability insurance coverage _____

Production Practices	YES	NO	N/A
Are wells protected from contamination?			
If irrigation is used, what is its source? (circle) Well Municipal Other _____			
Is the water tested for bacteria or other contaminants?			
Is soil use history available to determine risk of product contamination (e.g., runoff from upstream, flooding, chemical spills, or excessive agricultural crop application)?			
Are portable toilets used in a way that prevents field contamination from waste water?			

Product Handling	YES	NO	N/A
Are storage and packaging facilities located away from growing areas?			
Is there risk of contamination with manure?			
Are harvesting baskets, totes, or other containers kept covered and cleaned (with potable water) and sanitized before use?			
Are product and non-product containers available and clearly marked?			
Is dirt, mud, or other debris removed from product before packaging?			
Are food grade packaging materials clean and stored in areas protected from pets, livestock, wild animals, and other contaminants?			

Transportation	YES	NO	N/A
Is product loaded and stored to minimize physical damage and risk of contamination?			
Is transport vehicle well maintained and sanitized			
Are there designated areas in transport vehicle for food products and non-food items?			
Are products kept cool during transit?			
Are products delivered within a reasonable length of time? No more than 48 hours post harvest?			

Facilities	YES	NO	N/A
Is potable water/well tested at least once per year and results kept on file?			
Is product protected as it travels from field to packing facility?			
Is a product packing area in use with space for culling and storage?			

PROCUREMENT

Are packing areas kept enclosed?			
Are food contact surfaces regularly washed and rinsed with potable water and then sanitized?			
Are food grade packaging materials used?			
Do workers have access to toilets and hand washing stations with proper supplies?			
Are toilets and hand washing stations clean and regularly serviced?			
Is a pest control program in place?			

Worker (student) Health and Hygiene			
Is a worker food safety training program in place?			
Are workers trained about hygiene practices and sanitation with signs posted to reinforce messages?			
Are workers and visitors following good hygiene and sanitation practices?			
Are workers instructed not to work if they exhibit signs of infection (e.g., fever, diarrhea, sneezing, runny nose, etc.)?			
Do workers practice good hygiene by:			
wearing clean clothing and shoes			
changing aprons and gloves as needed			
keeping hair covered or restrained			
washing hands as required			
limiting bare hand contact with fresh products			
covering open wounds with clean bandages			

I confirm that the information provided above is accurate to the best of my knowledge.

Signature of seller: _____ Date: _____

Information for check list adapted from Iowa State University, University Extension, form PM2046a



PROCUREMENT



PROCUREMENT



A close-up photograph of a large pile of bright green apples. In the center of the pile, a single red apple stands out prominently. The apples are densely packed, and their surfaces are glossy, reflecting light. The background is a soft-focus continuation of the green apples.

PROMOTION

PROMOTION



PROMOTION



PROMOTION



EDUCATIONAL RESOURCES



EDUCATIONAL RESOURCES

Listed below are a few of the numerous websites for educational resources available in downloadable format.

Local county extension agents may be located and contacted through this website - https://ag.tennessee.edu/tncep/Pages/NFS_TNCEP_Resources.aspx

Grades 3-5

Guide from Florida for teachers to help plan, finance and develop a school garden for teaching. Downloadable resources at - <http://www.flagintheclassroom.org/index.html>

Grades 4-5

Curriculum developed by the University of Missouri Extension on nutrition and gardening - <http://extension.missouri.edu/p/N755>

Grades Pre-K-12

Choose from a variety of resources for multiple grade ranges for introduction of agriculture in the classroom - <http://www.agclassroom.org/>

Grades K-12

Vermont Farm to School Food, Farm and Nutrition Curriculum Units developed by Vermont educators. Available in a downloadable form at the following link - <http://www.vtfeed.org/materials/vermont-farm-school-food-farm-and-nutrition-curriculum-units>

Grades 9-12

Kentucky Farm to School Curriculum through the Cooperative Extension Service teaching food sources, using locally produced foods to improve food quality and nutritional content. Available from the following website - <http://www.kyagr.com/consumer/food/documents/FarmtoSchoolCurriculum.pdf>

High School and College Level

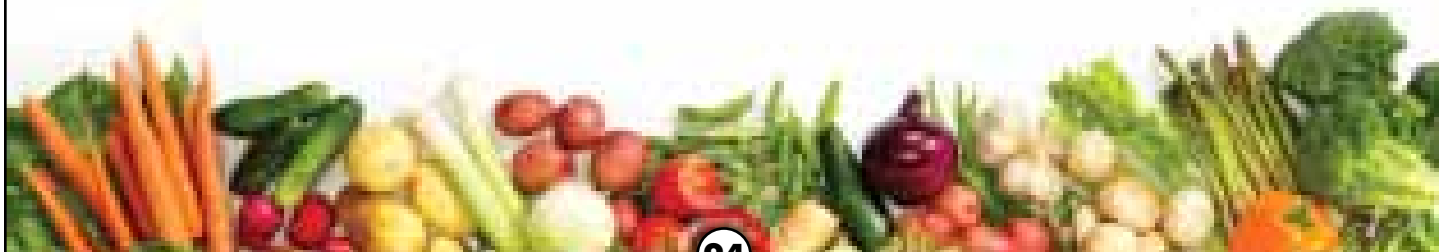
Johns Hopkins Center for a Livable Future has developed a curriculum on Food Systems. This is an advanced study with complete downloadable curriculum. Available from the following website - <http://www.jhsph.edu/research/centers-and-institutes/teaching-the-food-system/curriculum/>

University of Wisconsin has a new curriculum Got Veggies located at the following - <http://www.dhs.wisconsin.gov/health/physicalactivity/gotveggies.htm>

Complete downloadable lessons covering various activities and areas of study including math and science skills. Wisconsin also has a link to Got Dirt, a guide for nutrition and physical activities through the initiation of community and/or school gardens. This is also a downloadable resource available at the following - <http://www.dhs.wisconsin.gov/health/physicalactivity/gotdirt.htm>

Website link to multiple gardening pages helpful with all sorts of gardens - <http://www.gardening.org>

USDA website link for Know Your Farmer Know Your Food - providing information on how to support local and regional agriculture - http://www.usda.gov/wps/portal/usda/usdahome?navid=KYF_COMPASS



EDUCATIONAL RESOURCES

LINKS TO GROWER DATA BASES

References for Local Food for Local Schools

1. The National Agricultural Statistics Service website
www.nass.usda.gov
2. Farm to School Kentucky Handbook
www.kyagr.com/consumer/food/documents/FP-FarmToSchoolKentuckyHandbook.pdf
3. National Farm to School Program website
www.farmtoschool.org
4. Oklahoma Farm to School website
www.okfarmtoschool.com
5. Nourishing the Nation One Tray at a Time. National Farm to School Network.
Community Food Security Coalition
www.foodsecurity.org/NourishingtheNation-OneTrayataTime.pdf
6. Cornell Good Agricultural Practices (GAP) website
www.gaps.cornell.edu/farmassessmentws.html
7. Wisconsin Department of Public Instruction Farm to School website
dpi.wi.gov/fns/f2s.html
8. University of Minnesota Extension Toolkit for Food Services website
www.extension.umn.edu/farm-to-school/toolkit

